

ADMIN INTERNAL USE ONLY

Executive Registry
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OTR 1669

28 February 1975

MEMORANDUM FOR: Office of Training

As a result of the MAG publicity campaign in December 1974, we received the following suggestion from an employee: "Mini-courses in Headquarters building, to allow attendance by all levels without job disruption. Include language training as well, an area in which we are woefully weak."

MAG has the following comments on the above: A MAG member called the individual who submitted the suggestion, noting that it would be passed on to OTR. MAG suggests that OTR consider conducting a survey among employees to see how widespread the above need is. Perhaps offices could be polled as well to see if they have need for tailored part-time courses which could be created by OTR. MAG can visualize, for example, a good deal of interest in short presentations in all Agency buildings on MBO, particularly as it applies to the Intelligence business.

MANAGEMENT ADVISORY GROUP

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